



CITY OF LONG BEACH

DEPARTMENT OF COMMUNITY DEVELOPMENT

WORKFORCE DEVELOPMENT BUREAU

3447 ATLANTIC AVENUE • LONG BEACH, CALIFORNIA 90802 • (562) 570-3700 • FAX (562) 570-3704 • TTY (562) 570-4629

**Community Development Specialist III
(Employment Specialist – WIA – Unclassified)
Workforce Development Bureau
(\$ 22.359 – \$30.393 per hour)**

The Workforce Development Bureau has an opening for an Employment Specialist. Under general supervision, the Employment Specialist will perform a full range of professional job duties related to the Bureau's Workforce Investment Act (WIA) Adult and Dislocated Worker programs. The Employment Specialist will be responsible for providing adult job seekers, ages 18 and older, career counseling and employment guidance, job development/placement, occupational skills training and post-employment/retention services. Position will be located at the Career Transition Center.

EXAMPLE OF DUTIES:

- Provides professional support in the development, implementation and administration of Workforce Investment Act programs, projects and activities that result in employment outcomes for residents;
- Maintains participant and program files and reports, and tracks and monitors participant progress and activities;
- Interprets and ensures compliance to applicable City/Bureau, State and Federal policy and regulations;
- Performs analysis, and prepares reports and other correspondence as requested;
- Markets workforce development services, conducts public presentations, and represents the Bureau and Center at public meetings and events;
- Performs other related duties as required;

MINIMUM REQUIREMENTS:

- Graduation from an accredited college or university with a Bachelor's Degree in Business, Public Administration, or closely related field. Experience offering specific and substantial preparation of the duties of the position may be substituted for the required education on a year-for-year basis;
- A minimum of two years of recent full-time experience offering specific and substantial preparation for the duties of the position. A Master's Degree in Business, Public Administration, or closely related field may be substituted for up to one year of the required professional experience;
- Understanding of the Workforce Investment Act, particularly program mandates and performance outcome requirements;
- Ability to work with hard-to-serve adults who possess one or more barriers to employment;
- Ability to assess participant needs and develop an Individual Employment Plan;
- Ability to work independently under direction and exercise sound judgment in carrying out responsibilities;
- Ability to work within deadlines, and manage multiple assignments and priorities;
- Computer experience, knowledge of Microsoft Office (Word, Excel, Access, PowerPoint) and e-mail
- Strong written, oral and interpersonal communication skills;
- Possess valid California driver's license.

DESIRABLE QUALIFICATIONS:

- Bilingual English/Spanish
- Experience developing and conducting Employment Preparation workshops

APPLICATION PROCESS:

Interested applicants are requested to submit a resume. Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Resumes must be submitted no later than **4:30 pm, March 1, 2007**, to:

**City of Long Beach
Department of Community Development
333 W. Ocean Blvd., Third Floor
Long Beach, CA 90802
ATTN: Employment Specialist (CD Specialist III)**

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodation in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call Georgette Wittman 48-hours prior to the interview at (562) 570-5799.